

TENANT ASSOCIATION IN PARLIAMENTARY PROCEDURES:

Privileges and Responsibilities of Members:

Privileges

1. You have the right to present any motion that has a bearing on business matters concerning the Tenants Association to expect the right to explain or discuss the motion without interruption.
2. To question procedures if they are being violated.
3. To participate in the discussion of all motions.

Responsibilities

1. Participate fully in all the Tenants Association meetings and activities.
2. Obtain the floor (get the Chairperson to recognize you) before speaking.
3. Stick to the topic being discussed until it is resolved.
4. Respond to the Chairperson when a call to order is made.
5. When debating an issue, stick to the issue and **DO NOT BRING PERSONALITIES INTO THE DEBATE.**
6. Be punctual to all meeting. Your time is valuable and so is everyone else's. Respect other's time.
7. Remain for the entire meeting. Schedule babysitting and make other arrangements to ensure your commitment to the meeting.

TENANT ASSOCIATION IN PARLIAMENTARY PROCEDURES:

Secretary

1. Keep minutes of the meeting:
 - a) Write only the important items such as motions and the results of the vote. A verbatim transcript of the meeting is not required.
 - b) When recording a motion, write only the motion and not the discussion. The motion should include the person who made the motion, the person who second the motion, and the outcome of the vote. All motions, whether they are passed or not, should be recorded.
2. Make note of all officers and members present and/or absent.
3. Read the minutes of the previous meeting.
4. Read all correspondence. If it is lengthy, report the main ideas and make the correspondence available to members if they want to read the entire letter.
5. Maintain an accurate list of members, their address, and telephone numbers.
6. Maintain a file of minutes and other documents important to the Tenants Association.
7. In conjunction with program staff, insure that necessary communications go out to all officers and members concerning business of interest to all. Arranges for other correspondence as necessary. This should be clearly defined in a written agreement of service to be provided by staff might be good idea.

TENANT ASSOCIATION IN PARLIAMENTARY PROCEDURES:

Duties of Officers

1. Know the basics of parliamentary procedure; be thoroughly familiar with the Tenant Association by-laws and any working rules or standing procedures; understand the purposes of the Tenant Association.
2. Become thoroughly familiar with the program, and the officers; get to know as many of the Tenant Association members as possible.
3. Be in charge of the meetings and maintain order.
4. Insure that agendas for meeting are adequately prepared.
5. Help insure that all sides of an issue get fair hearing. The chairperson dose not injects his/her opinion in the discussion. If the Chairperson wishes to address the Tenants Association on a particular business matter, the chairperson should pass the gavel and give up the chair for that particular business matter.
6. Be the official representative for the Tenant Association (unless delegated to someone else); provide signatures, when necessary. This should be clearly defined in working rules or procedures to ensure the Chairperson has the authority to represent or act on behalf of the Tenants Association.
7. Show appreciation to officers, members, program staff and guests for services to the Tenants Association.
8. Although the above duties are the primary responsibility of the Chairperson, it is always understood and to be expected that program staff will be available for assistance in the performance of these duties. This should also be clearly defined and a written agreement of services to be provided by staff might be a good idea.

Vice-Chairperson or Vice-President:

1. In the absence of the Chairperson, performs the duties of the Chairperson.
2. May be responsible for heading a special sub-committee or other duties as assigned by the Chairperson.